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82-0051/29

30 July 1982

MEMORANDUM FOR: Director of Central Intelligence  
 VIA: Deputy Director of Central Intelligence  
 FROM: Harry E. Fitzwater  
 Deputy Director for Administration  
 SUBJECT: Weekly Report for Period Ending 30 July 1982 ☐

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1. Progress reports on tasks assigned by DCI/DDCI:

None. ☐

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2. Items/events of major interest:

a. On 26 July, the Director of Finance provided Mr. Keith Hall, Office of Management and Budget (OMB), with a briefing on Agency travel policies and procedures relative to the general guidelines for government travel established by OMB. Among the topics covered were the Agency's use of blanket travel orders, conference-related travel, control of travel advances, and authorizations for first-class air travel. Mr. Hall expressed his satisfaction with the content of the briefing. ☐

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c. Officials from the Language School, Office of Training and Education, conducted seminars on 28/29 July for approximately 35 foreign language instructors at the American Graduate School of International Management in Phoenix, Arizona. Among the topics being discussed were proficiency testing, organization of curricula, total immersion programs, and instructor training. ☐

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d. On 22 July, representatives from the Office of Security presented an extended Hostile Audio Threat and Audio Countermeasures Briefing to senior level officers attending the National Security Agency's Senior Cryptologic Course. ☐

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e. A briefcase/package inspection was conducted at Headquarters 0730 - 0900, 22 July. There were three incidents of possible unauthorized removal of classified material which require further investigation. ☐

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h. Mr. John Grimes, Deputy Manager of the National Communications Systems (NCS) and several other NCS officials were provided with briefings by representatives of the Office of Communications [redacted]

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[redacted] on 21 July. [redacted]

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i. A secure voice crisis reporting system was installed by the Office of Communications [redacted] on 26 July. [redacted]

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j. On 23 July, engineers from the Office of Logistics participated in a review of the final design for site preparation regarding the 23-foot satellite antenna which will be located at the edge of the North parking area on the Headquarters compound. The antenna will be utilized by the Office of Central Reference. [redacted]

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### 3. Significant events anticipated during the coming week:

None. [redacted]

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[redacted]  
Harry E. Fitzwater

EO/DDA [redacted] :cn (30 July 1982) //

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